

DRAFT
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Readers note: The content of this publication is subject to change due to the ongoing development of the PERSTEMPO software. Revisions and updates will be posted to the following web site: <http://www.perscom.army.mil/tagd/perstempo/>

PERSTEMPO INSTRUCTIONS/USER'S MANUAL/PROCEDURES

Part A. General Instructions.

1. Purpose. These procedures provide the functional guidance necessary to successfully use the PERSTEMPO web-based application to initiate, track, manage, and close PERSTEMPO events and Army Human Resource Identifiers (AHRI).
2. Background. The FY 00 National Defense Authorization Act authorized "high-deployment per diem", and established the requirement to track soldiers' deployed and non-deployed time away from home. Congressional intent was to reduce the time soldiers spend away from home, thereby improving morale and quality of life. The PERSTEMPO web-based application is the Army's tool to accomplish this mission.
3. Responsible agencies/personnel include:
 - a. Designated PERSTEMPO application user (also referred to as clerk or input clerk)
 - b. Unit Commanders at all echelons
 - c. Selected general officers designated to monitor thresholds and approve payments
 - d. U. S. Total Army Personnel Command (PERSCOM) - PERSTEMPO Application Sponsor
 - e. System Administrators/User Administrators
 - f. Individual soldiers deployed in PERSTEMPO events
 - g. PEO-STAMIS - Material Developer
4. References:
 - a. Army PERSTEMPO Management System, Version 1.0, 29 June 2000
 - b. AR 600-8-104, Military Personnel Information Management/Records
 - c. FY00 National Defense Authorization Act, Sections 923 and 586, Title 10

d. DODI 1336.5, dated 26 March 1999, Automated Extract of Active Duty Military Personnel Records

e. DFAS Guidance (to be published)

5. General guidance.

a. PERSCOM will sponsor the PERSTEMPO web site and make access available to all individuals with an established usage need. Commanders will designate certain personnel to have access and administer the PERSTEMPO application for the organization. Authorized individuals will apply for access through the PERSTEMPO system administrator that serves his or her installation. A directory of system administrators can be obtained at [Link](#). (Must be built based on MACOM input)

b. Unit commanders at all echelons are responsible for designating individuals under their command that should be granted access to the PERSTEMPO web site. They are further responsible to ensure that any changes to this web site's access are expeditiously communicated to the PERSTEMPO system administrator.

c. In order to support and document PERSTEMPO activities and events, unit commanders are authorized to create AHRIs for their unit and any subordinate unit over which they have command authority. See [Annex A](#) for guidance on the creation and use of AHRI's.

d. All soldiers will have the ability to know how many PERSTEMPO deployment days they have accrued. This information will be provided to them on their end of month Leave and Earnings Statement (LES). They will also be able to have their PERSTEMPO clerk query the system, and they may be asked to reconcile their number of deployed days periodically.

e. Like all databases, PERSTEMPO will be as accurate as the data entered. This database is vital in determining how long soldiers have been deployed, provides data about soldiers currently deployed, and gives the Army an automated tool to project and forecast future planned deployments. The database is also key in managing soldier PERSTEMPO to avoid the high deployment per diem. Users should ensure all information is entered correctly.

f. PERSTEMPO applies to soldiers in all three service components, Active, Reserve, and National Guard.

NOTE: The PERSTEMPO application is designed to track deployment days whether or not they are part of a mobilization. As of this time, PERSTEMPO and SIDPERS-3 do not update each other in that manner. In cases where soldiers are actually mobilizing, it is necessary to input data both into the PERSTEMPO application and the mobilization path in SIDPERS-3. If a soldier is not mobilized in a timely fashion in SIDPERS-3 the PERSTEMPO clerk may have to create a new soldier in PERSTEMPO in order to post the event for the soldier.

7. Using the PERSTEMPO application.

a. Internet Access. The application uses the internet. An operator must have internet access to get to the application. If internet access is not available, an operator can request a TSAC account from his/her communications support element.

b. Minimum Internet Requirements. The application is best accessed with a browser equivalent to Netscape 5 or Internet Explorer 5.0. Both browsers are readily available and may be down loaded for free.

c. Time Out. The application is designed to be actively used by the operator. If the application remains open without activity it will “time-out” for that operator after approximately 20-30 minutes. To reconnect the operator must return to the application through Army Knowledge Online.

Part B. Functional Procedures.

1. Request and Establish a User ID and Password.

a. Purpose. This procedure will establish a User ID and Password for authorized users.

b. General Guidance. The PERSTEMPO web site is a secure site. Commanders at all echelons are responsible for designating individuals under their command that should be granted access to the PERSTEMPO web site. Army Knowledge Online (AKO) will be the portal to the PERSTEMPO application. To obtain access to the PERSTEMPO system, users must first register with AKO and obtain a User ID and password. The new user must then provide his/her AKO User ID to the User Administrator as part of their registration package.

Table #
Request and Establish a User ID and Password

Step	Who/Where	Action
1	Unit CMDR	Unit commander designates individual(s) to be the unit PERSTEMPO clerk.
2	User	The designated individual(s), here after referred to as the “user”, will go to the AKO web site at www.army.mil/ako via the internet. Once there, go to the bottom of the screen and click on the AKO hyperlink or click on the AKO logo.
3	User	On the new screen, click “I’m A New User” on the left side bar. Note: Security boxes may pop up. Click “okay” or “yes”.
4	User	The screen will display required reading material. After

		<p>reading, use the scroll bar on the right to page down.</p> <p>Select your component and then fill in the fields provided. Be sure to select your component before filling out the form. There are different forms for different components. Use the drop-down menus to select appropriate information or fill in free form blocks as required.</p> <p>Note that red asterisks denote mandatory fields.</p> <p>In addition, when entering your email address, use your official military email address, i.e. army.mil address. This will ensure you receive your login and password almost immediately.</p> <p>Once this is done, click on “Submit This Form.”</p>
5	User	<p>The next screen will display user names that are available. Select one.</p> <p>Establish a password. Ensure that you follow the password instructions on the screen. The password must have at least one number and be at least nine characters long.</p> <p>Type it in again to confirm.</p> <p>Click on “Submit”.</p>
6	User	<p>The next screen will tell you that your account has been created, but not activated, and that they will send your login through the email address you gave them.</p>
7	User	<p>You should generally receive your account activation message almost immediately, with the subject “Army Portal Registration.”</p> <p>It will tell you that your account has been activated and request that you click on the hyperlink highlighted in blue.</p>
8	User	<p>This will bring you to the next screen where you type in your user name and password.</p> <p>Note: When typing in your user name, please be sure to type in only the name portion of your new email account, i.e., “sassafrass.johnstine”, and not “sassafrass.johnstine@us.army.mil”</p>
9	User	<p>Register your AKO User ID with the user administrator serving your organization.</p>

2. Enter the PERSTEMPO application through the Army Portal.

a. Purpose. To allow the user access to the PERSTEMPO application.

b. General Guidance. The user **must** enter the PERSTEMPO application by logging on to the AKO web site and selecting the PERSTEMPO application. Users **cannot** bookmark the PERSTEMPO log on site and enter directly without going through AKO first.

Table #

Enter PERSTEMPO Application Through the Army Knowledge Online (AKO) Portal

Step	Who/Where	Action
1	User	The PERSTEMPO clerk will log on, through AKO, to the PERSTEMPO application web site using their pre-established user ID and password.
2	User	Respond to prompts. Enter AKO user ID and password when requested. This will be the second time you enter the user ID and password. (Note: this is comparable to opening 2 doors using a common key.)
3	User	If you see “Access Denied”, consult with the user administrator for your organization.
4	User	If granted access, select function in application from the high level menu bar. The menu option listing will be defaulted to those activities that relate to the AHRI.
5	User	Make menu selection.

3. Create, Update, or Display an Army Human Resource Identifier (AHRI).

a. Purpose. To view or manage PERSTEMPO data through the use of the AHRI

b. General Guidance. Understanding the AHRI is key to understanding how to manage PERSTEMPO data. See [Annex A](#) for a detailed explanation of the AHRI.

Permanent AHRI's identify echelons of the official Army structure down to company level. The PERSTEMPO application will be pre populated with these permanent AHRI's. Only User Administrators at the Major Army Command level or higher may establish new permanent AHRI's. Commanders at all levels can create additional “Temporary AHRI's” within their hierarchical construct to meet operational requirements. Major Army Commands can implement additional guidance for the creation of codes within their MACOM as required.

Table #
Create a Permanent Army Human Resource Identifier (AHRI)

Step	Who/Where	Action
1	User	<p>Upon learning that a new permanent AHRI is needed the PERSTEMPO clerk will log on, through AKO, to the PERSTEMPO application web site using their pre-established user ID and password.</p> <p>NOTE: Only User Administrators at the Major Army Command level or higher may establish new permanent AHRI's.</p>
2	User	Click on "AHRI" on the menu bar. The application will present your AHRI tree. The top AHRI in your tree is your home AHRI. All subordinate element AHRIs fall under the home AHRI.
3	User	Select the AHRI in your AHRI tree with which you want to work. This will be your parent AHRI. After selecting your parent AHRI go to the drop down "Select Option" menu and chose the "Create Permanent" or "Create Temporary" option. This option will allow the creation of a new AHRI within your tree.
4	User	<p>After all required data is entered on the screen, click on the "Submit to Database" to post the AHRI to the PERSTEMPO database.</p> <p>NOTE: Any information entered will not, repeat, not actually be sent to the PERSTEMPO database until you click on the "submit" button. Do not hit the web browser return button before you do this, or all of your information will have to be reentered.</p>

Table #
Display an Army Human Resource Identifier (AHRI)

Step	Who/Where	Action
1	User	To verify that a permanent or temporary AHRI exists the PERSTEMPO clerk will log on, through AKO, to the PERSTEMPO application web site using their pre-established user ID and password.
2	User	After logging on or if already logged on to the application select "AHRI" on the menu bar. The application will present your AHRI tree. The top AHRI in your tree is your home AHRI. All subordinate element AHRIs fall under the home AHRI. You will see all temporary or permanent AHRIs created under each parent AHRI in the tree.
3	User	Select the AHRI you wish to review and then select "Display" from

		the “Select Option” drop down menu. This option will take you to the “Display Permanent AHRI” screen or the “Display Temporary AHRI” screen. You may review the AHRI information.
4	User	Upon completing your review you may return to the AHRI tree screen to view other AHRI's or update the AHRI by selecting the “Update” option from the drop down menu on the AHRI tree screen.

Table #
Update an Army Human Resource Identifier (AHRI)

Step	Who/Where	Action
1	User	To update an existing permanent or temporary AHRI the PERSTEMPO clerk will log on, through AKO, to the PERSTEMPO application web site using their pre-established user ID and password.
2	User	After logging on or if already logged on to the application select “AHRI” on the menu bar. The application will present your AHRI tree. The top AHRI in your tree is your home AHRI. All subordinate element AHRI's fall under the home AHRI. You will see all temporary or permanent AHRI's created under each parent AHRI in the tree.
3	User	Select the AHRI you wish to update and then select “Update” from the “Select Option” drop down menu. This option will take you to the “Update Permanent AHRI” screen or the “Update Temporary AHRI” screen. If you are on the “Update Permanent AHRI” screen you may update the information in the boxes that are not “grayed out”. If you are on the “Update Temporary AHRI” screen you may also update event data.
4	User	To update the temporary AHRI event data click on the “Event Data” tab. You may update any of this information.
5	User	When finished click on the “Submit” button to commit to the database both the AHRI information and the event data changes. You must click on “Submit” and not “Enter”.
6	User	Click on the “Cancel” button to return to your AHRI tree without making any changes.

4. Associate Personnel with AHRI

a. Purpose. The “Associate Personnel with AHRI” screen allows the user to associate individuals with an AHRI.

- b. General Guidance. See [Annex A](#) for a detailed explanation of the AHRI.

Table #
Associate Personnel with AHRI

Step	Who/Where	Action
1	User	Upon receipt of information about a new deployment, the PERSTEMPO clerk will log on to the PERSTEMPO web site using pre-established user ID and password.
2	User	If necessary, establish a new AHRI before proceeding. (See Table #)
3	User	Verify that the proper AHRI exists by clicking the “AHRI” button and then the AHRI menu option to display the AHRI information.
4	User	<p>Identify which individuals are deploying with the AHRI by clicking on the “Personnel” tool bar option and following the screen prompts to the “Associate Personnel with AHRI” screen.</p> <p>You will see a sentence “This AHRI currently contains ## people.” This number represents the number of service members already associated with the AHRI as of the last update. It is also a hyperlink. If it is a new AHRI, the number will be zero.</p> <p>To view members of an AHRI, enter the name of the AHRI in the field next to the “search” button.</p> <p>To view members of a UIC, click on UIC, enter the alpha-numeric name of the UIC in the field next to the “search” button.</p> <p>To view the status of an individual by Name or SSN, enter the SSN or last name in the field just to the left of the “search” button. Once you enter this information, press “search.”</p>
5	User	<p>You should now see another “Associate Personnel with AHRI” screen which will show an actual roster. If reviewing a list of current personnel associated with the AHRI the personnel will have a check mark next to their name.</p> <p>To associate individuals or multiple personnel from a UIC with an AHRI, click on the block to the left of the name placing a check mark in the block.</p> <p>After all individuals have been identified for association with the AHRI, click on the “Submit to Database” button to enter the data into</p>

		<p>the PERSTEMPO database.</p> <p>NOTE: Any information entered will not, repeat, will not actually be sent to the PERSTEMPO database until you push the “submit” button. Do not hit the web browser return button before you do this, or all of your information will have to be reentered.</p>
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5. PERSTEMPO Group Event

a. Purpose. The Event Selection option on the “PERSTEMPO Group Event” screen affords the user the capability to create, modify or cancel an new event for a group of service members.

b. General Guidance. See [Annex A](#) for a detailed explanation of the AHRI.

Table #
PERSTEMPO Event Input

Step	Who/Where	Action
1	User	<p>On the “PERSTEMPO Group Event” screen, you can either create, modify, or cancel a PERSTEMPO event.</p> <p>The top portion of the screen that lists the type, category, purpose, Country, UIC, etc., is for display purposes only. You can not edit display data. You can edit only the open fields. Always enter all known data.</p> <p>Under Add New Events, follow the steps listed on the screen.</p> <p>Select the personnel for whom this event will apply by checking the box to the left of their name, or if this applies to all of the personnel in the AHRI, check the box to the left of Name.</p> <p>Enter the group event data.</p> <p>Manually enter and/or edit the start and end dates using a YYYY/MM/DD format as in 2002/02/28.</p> <p>Select the category and purpose from the drop down screen selection.</p> <p>To apply the new event for the checked personnel click on “Apply”.</p> <p>You will find the event information is now applied to each selected individual. If additional events and or different dates of the same ongoing event need to be applied to more members of the AHRI,</p>

		<p>continue to apply this data as above.</p> <p>Once you have filled in all the data, click on “Apply”.</p> <p>Should you need to change any of the individual event rows, you can edit that data at this time.</p> <p>When all editing is done the new event(s) data can be submitted to the database by clicking on “Submit”.</p>
2	User	<p>Under the Modify Events, follow steps on the screen.</p> <p>Select the personnel for whom this event will apply by checking the box to the left of their name, or if this applies to all of the personnel in the AHRI, check the box to the left of Name.</p> <p>Next, select the event rows to modify by designating the search criteria for an exact match or a range. Enter the start date, end date, category and/or purpose, and click on “Select Events”.</p> <p>The following group event date will only be applied to those individuals checked below: Start Date, End Date, Purpose and Category. Make any changes to these data fields at this time.</p> <p>To apply the data changes to the selected event rows, click on the “Apply” button.</p> <p>Should you need to change any of the individual event rows, you can edit that data at this time.</p> <p>When all editing is done to modify the event(s), the modified data can be submitted to the database by clicking on “Submit”.</p>
3	User	<p>Under the Cancel Events, follow steps on the screen.</p> <p>Select the personnel for whom this event will apply by checking the box to the left of their name, or if this applies to all of the personnel in the AHRI, check the box to the left of Name.</p> <p>Next, select the event rows to cancel by designating the search criteria for an exact match or a range. Enter the start date, and/or end date, and click on “Select Events”.</p> <p>Adjust the selections by using the check boxes next to the names.</p> <p>When all cancellation selections are completed, the canceled events</p>

		data can be submitted to the database by clicking on “Submit”.
4	User	If further actions are needed, select that action, otherwise log off the web site.

6. Individual PERSTEMPO Event.

a. Purpose. The Individual PERSTEMPO Event is used to update or create an event for a service member.

b. General Guidance. Use the Individual PERSTEMPO Event option when the PERSTEMPO activity involves one or a small number of individual members or to add individuals to an existing event.

Table #
Individual PERSTEMPO Event

Step	Who/Where	Action
1	User	Upon receipt of information that a PERSTEMPO event for an individual requires entry, the PERSTEMPO clerk will log on to the PERSTEMPO web site using pre-established login and password. Proceed to the “Individual PERSTEMPO Event” screen under the Personnel option on the menu bar.
2	User	<p>The first screen allows the user to search for the individual for which the PERSTEMPO event is to be entered. The drop down menu allows you to search by SSN, Name, or UIC.</p> <p>Once you select SSN, Name, or UIC, manually enter the person’s corresponding information in the search window, i.e., if you select SSN, you must then type in their social security number. Use care to ensure that you enter accurate data.</p> <p>Click on the “search” button to initiate the search.</p> <p>If this search fails to reveal the subject service member, you should proceed to the “Establish New Service Member Record” screen.</p> <p>Note that a successful result of this search provides a PERSTEMPO event history for this individual. If a new PERSTEMPO event is to be created for this individual, click on the “Create New PERSTEMPO Event” button.</p>
3	User	After clicking search, if the soldier is in the PERSTEMPO database, the next screen displays the history of the individual soldier.

		<p>Click on the “E” hypertext link in the block next to the AHRI designation to update the event records.</p> <p>The end-user clicks the “Create New PERSTEMPO Event” to create a new event record.</p>
4	User	<p>Once you click on the “E” hypertext link, it will bring you to the “Individual PERSTEMPO Event” screen with the AHRI select field at the top, followed by a larger section to view and/or enter Service Member Data.</p> <p>The “Service”, “Component”, “MPC”, “Pay Level”, “Theater”, and “Administrative Condition” are pre-populated fields. You must manually change/enter the “Occupation Specialty Identifier”, “Assigned UIC”, and “Duty UIC”.</p> <p>Note: Changing the MOS or UIC will not change existing legacy systems such as SIDPERS, JUMPs, etc.</p> <p>Note that you can only input information in the Reserve Data portion of the screen if in fact the soldier is a member of the Guard or Reserve.</p> <p>If the data fields are empty, you must create a new PERSTEMPO events.</p> <p>When all appropriate data has been entered for posting to the database, click on the “Update-Create” button.</p>
5	User	<p>The next page is labeled “PERSTEMPO Data”, and is a continuation of the create/update “Individual PERSTEMPO Event” page. Review this screen to check data accuracy.</p>
6	User	<p>If further actions are needed, select that action, otherwise log off the web site.</p>

7. Establish New Service Member Record.

a. Purpose. This application allows the user to add a new service member not yet on the PERSTEMPO database.

b. General Guidance. Carefully enter this information. The information you enter will serve as a temporary record for all PERSTEMPO events until a permanent record is established.

Table #
Establish New Service Member Record

Step	Who/Where	Action
1	User	Upon receipt of information that a service member is not on the PERSTEMPO database and needs to be added, the PERSTEMPO clerk will proceed to the “Establish New Service Member Record” screen.
2	User	<p>At the “Establish New Service Member Record” screen manually input the Name, SSN, Occupation Specialty Identifier, and Assigned UIC. The Service, Component, MPC, and Pay Level are selected from drop down menus.</p> <p>Note: As you are entering the information for the first time into the PERSTEMPO database, it is critical that you double check that the social security number, name, and other information is correct.</p> <p>In addition, note that entering a different pay grade or occupational specialty will not update legacy systems such as SIDPERS and JUMPS.</p> <p>When all data has been posted to the screen, click on the “Submit to Database” button to insert the new service member record into the PERSTEMPO database.</p> <p>NOTE: Any information entered will not, repeat, not actually be sent to the PERSTEMPO database until after you push the “submit” button. Do not click the web browser return button before you do this, or all of your information will have to be reentered.</p>
3	User	If further actions are needed, select that action, otherwise log off of the web site.

8. PERSTEMPO Event Correction.

a. Purpose. This function allows the user to correct erroneous information in the PERSTEMPO database.

b. General Guidance. The correction of the data will usually occur after the PERSTEMPO event is completed, challenged, added to or deleted.

Table #

PERSTEMPO Event Correction

Step	Who/Where	Action
1	User	Upon receipt of information that a previously recorded PERSTEMPO event was incorrectly entered, the PERSTEMPO clerk will log on to the PERSTEMPO web site using pre-established login and password.
2	User	Identify the PERSTEMPO event to be corrected.
3	User	Input the necessary correction(s) by using appropriate source documents such as orders, leave forms, etc. and following the screen prompts. NOTE: Any information entered will not, repeat, not actually be sent to the PERSTEMPO database until after you push the “submit” button. Do not hit the web browser return button before you do this, or all of your information will have to be reentered.
4	User	If further actions are needed, select that action, otherwise log off of the web site.

9. PERSTEMPO Management Reports.

a. Purpose. A PERSTEMPO Management Report is used by commanders, MACOMs and PERSCOM to manage the PERSTEMPO of their soldiers, to serve as an alert of high deployers, and ensure data accuracy.

b. General Guidance. There will generally be two types of reports: Scheduled and on-demand. Scheduled reports will be those occasional reports at various intervals that provide a “snap shot” of current PERSTEMPO for a particular organization. May be by name or aggregate numbers. The On-demand report will result from a query or request for selected information in the databases; “snap shot” of data, or historical data. Most organizations may have the ability to receive both scheduled and on-demand reports. Reports will generally be limited to data of personnel assigned, attached or associated with an AHRI sponsored by the command.

Table #
PERSTEMPO Management Reports

Step	Who/Where	Action
1	User	Upon receipt of a requirement to produce a management report, the PERSTEMPO clerk will log on to the PERSTEMPO web site using

		pre-established login and password.
2	User	Move to the management report module and select the report to be produced and follow the screen prompts .
3	User	Input the necessary options pertaining to the management report . NOTE: Any information entered will not, repeat, will not actually be sent to the PERSTEMPO database until after you push the “submit” button. Do not hit the web browser return button before you do this, or all your information will have to be reentered.
4	User	If further actions are needed, select that action, otherwise log off of the web site.

10. PERSTEMPO System Reports.

a. Purpose. A PERSTEMPO System Report is used by the system administrator/user administrator to monitor system operation, to ensure proper function of the application and interfaces, to detect discrepancies, and to check the outcome of periodic tests.

b. General Guidance.

Table #
PERSTEMPO Systems Reports

Step	Who/Where	Action
1	System Admin/User Admin	At designated intervals or as needed, produce a system report, the PERSTEMPO administrator will log on to the PERSTEMPO web site using pre-established log-in and password.
2	System Admin/User Admin	Move to the system report module and select the report to be produced and follow the screen prompts.
3	User	Input the necessary options pertaining to the system report . NOTE: Any information entered will not, repeat, will not actually be sent to the PERSTEMPO database until after you push the “submit” button. Do not hit the web browser return button before you do this, or all of your information will have to be reentered.
4	User	If further actions are needed, select that action, otherwise log off of the web site.

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11. Soldier Reconciliation.

a. Purpose. Soldier reconciliation is used to manage the PERSTEMPO of soldiers, ensure data accuracy and to initiate corrections of data as early as possible.

b. General Guidance.

Table #
Soldier Reconciliation

Step	Who/Where	Action
1	User	Upon notification that an individual has reached the 152 deployment days point, the PERSTEMPO clerk will log on to the PERSTEMPO web site using pre-established login and password.
2	User	Move to the management report module and produce an individual reconciliation report.
4	Individual	The individual reviews, certifies, and returns the report with any supporting documentation. (TDY orders, manifest listings, training rosters, DA Forms 647 and 647-1, etc).
5	User	Review for any necessary deployment data corrective action.
6	User/ CMDR	If none, provide the certified report to the individual's immediate commander to continue the threshold management action.
6	User	If corrective action is needed, using the provided supporting documents, correct the individual's deployment data, and provide the immediate commander the certified report for further threshold management action.

12. Soldier Challenge.

a. Purpose. Every soldier has the right to review his PERSTEMPO data and challenge it's accuracy.

b. General Guidance. Should a soldier choose to challenge the number of recorded deployment days, it is the responsibility of the soldier to provide appropriate documentation (i.e. TDY orders, manifest listings, training rosters, DA Forms 647 and 647-1, etc.) to support the claim.

Table #
Soldier Challenge

Step	Who/Where	Action
1	SLDR	Soldiers choosing to challenge their PERSTEMPO deployed days will provide their claim in writing to their immediate commander.
2	CMDR	The soldier's immediate commander will review the request and enclosed documentation for accuracy and validity, and make a determination to approve or disapprove the challenge.
3	CMDR	If the challenge is disapproved, the commander will provide the soldier a reply and reason for the disapproval.
4	CMDR/ User	If the challenge is approved, the commander will direct the PERSTEMPO clerk to adjust the soldier's record to correct the number of deployed days as determined by the commander.
5	User	The PERSTEMPO clerk will take action as outlined in the PERSTEMPO Event Correction above.

13. General Officer Threshold Approvals.

- a. Purpose.
- b. General Guidance.

The FY00 National Defense Authorization Act requires General Officer (07) action at thresholds of 182 and 220 days. At the 182nd day threshold, the first general officer in a member's chain of command is required to manage the continued deployment or projected deployment of a member who will exceed 182 deployment days in the previous 365 day period.

At the 220th day threshold, a General or Admiral (010) is required to approve the continued deployment or projected deployment of soldiers who will exceed 220 deployment days during the previous 365 day period and/or breach the 250 day "high-deployment per diem" payment threshold. This approval for continued deployment beyond 220 days or payment of the high-deployment per diem will be documented by

Table #
General Officer Threshold Approvals

Step	Who/Where	Action
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2		
3		
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ANNEX A: The Army Human Resources Identifier

1. Definitions.

a. **Army Human Resources Identifier:** A human resources management identifier that assembles a collection of soldiers, civilians, contractors, and / or members of private organizations for the purpose of personnel asset visibility. Abbreviation – AHRI.

b. **PERSTEMPO Activity:** A military activity that requires a soldier to spend a minimum of one day “away from his or her home/bunk” and for which the soldier will accumulate credit for PERSTEMPO pay. The activity must start on one day and end on a different day. Schools, CQ and Staff Duty are not PERSTEMPO Activities.

c. **PERSTEMPO Event:** The instance of a specific soldier participating in a PERSTEMPO activity.

d. **Parent AHRI:** An AHRI that has one or more subordinate AHRI’s.

e. **Child AHRI:** an AHRI that is subordinate to another AHRI (the parent AHRI).

2. Responsibilities.

a. PERSCOM will establish the initial permanent identifiers for all active component Army organizations down to the company level (six digit UIC), and will maintain the registry of organizations and their permanent AHRI’s. Addition of Reserve Component organizations will be determined at a later date.

b. MACOM User Administrators will establish new permanent AHRI’s as needed.

c. The commander at each command level is responsible for the establishment of the AHRI at that command level and holds oversight responsibility for all direct subordinate command levels.

d. The commander is responsible for identifying the category and purpose for each PERSTEMPO activity or deployment. To the extent possible commanders should include the category and purpose as a part of operations orders that are associated with PERSTEMPO activity or deployment.

e. The user enters the appropriate information/data into the PERSTEMPO web application based on the commander's guidance.

3. Discussion.

a. Structure. The AHRI is constructed in such a manner that from Military Service level down to the lowest unit or team there is a hierarchy of values. Every subordinate level is a direct reflection of the higher level above it. For example,

Command	Level	NAME	AHRI
Service	Army		A
MACOM	FORSCOM		AF
	Installation/Division	Ft Stewart	AFST
	Brigade/Group	1 st Brigade	AFST-1BDE
	Battalion/Squadron	1 st Bn / 327 Inf	AFST-1BDE-1-327
	Company/Troop	C Company	AFST-1BDE-1-327-C
	Platoon	1 st Platoon	AFST-1BDE-1-327-C-1
	Squad	2 nd Squad	AFST-1BDE=1-327-C-1-2
	Team	Team A	AFST-1BDE-1-327-C-1-2-A
	Task Force	Golden Eagle	AFST-1BDE-1-327-GE

b. Permanent or Temporary. The AHRI can be created on a permanent and on temporary basis. All units at all command levels in the active Army will possess a permanent AHRI. Units or groupings of individuals that require a temporary AHRI will be those that are operationally established for a "short term" operation or training mission, for example, Operation Golden Eagle, a training mission to the National Training Center. Since almost all deployments are of a limited duration, the use of the temporary AHRI is likely to be a common event in many organizations.

c. Purpose. Associated with every AHRI of a temporary nature is the purpose for the PERSTEMPO activity (or deployment), for example, local training, counter-drug, or humanitarian assistance. The specific identification of the purpose for the activity or deployment is critical to the tracking of deployments or non-deployments for PERSTEMPO pay purposes, and to meet the reporting requirements of the law.

d. Relationship to Unit Identification Code. UIC will continue to be the backbone of Army Human Resources strength accounting. The AHRI will complement the UIC. The AHRI does not break or change the use of the UIC.

e. Access to PERSTEMPO Application. The AHRI will be used to organize and control access to and capabilities within the PERSTEMPO web solution. When users initially register to access the PERSTEMPO application, the registration process will create a link for the user to a specific AHRI. The user will then have access to PERSTEMPO data of soldiers in that AHRI, as well as the ability to associate other soldiers (or civilians) to the AHRI. Finally, the user will be able to create subordinate (child) AHRI's.

f. User Administration. Personnel changes (PCS, separation, etc.) require diligent monitoring to ensure that proper personnel have access to the AHRI, and that the access of others is deactivated when they leave the command or no longer have a need to perform the PERSTEMPO function.